

- ☐ Owner
- ☐ Accountant/Bkkr.
- ☐ Business Associate
- ☐ HRM Manager
- ☐ Office Manager
- ☐ Other \_\_\_\_\_

## The Office of Special Investigations Works to Help Employers

A recent quality process improvement resulted in a suggested redesign of the Benefit Audit form. This form, which is mailed out quarterly to employers to verify weekly wages when Unemployment Insurance (UI) benefits have been paid to a claimant in the same quarter that an employer(s) has reported wages on their Quarterly Tax Reports. The name of this form will change from Benefit Audit to Wage Verification. Instructions on how to complete the form will be streamlined, and additional changes may be suggested by the employer community as well. Look for the redesigned form after the first of the year.

**What does this mean to employers?** A decrease in processing time, fewer calls to Employment Security Department for clarification on the form, and most importantly an opportunity to help reduce your Unemployment Insurance costs. By helping identify wages for persons who have worked and drawn UI benefits employers may receive relief of benefit charges and may reduce their experience rating. Last year alone, employers helped identify \$12 million in UI overpayments resulting in accurate benefit charging and, in many cases, gave benefit charge relief to employers.

If you would like to provide input, please contact Byron Zarp at (360) 407-5240.

## Could an Apprenticeship Program Work for You?

Need reliable employees and not sure where to look for them? Try setting up an apprenticeship program for your business. Check out the listing of available apprenticeship programs on the Internet at [apprenticeship.wa.gov](http://apprenticeship.wa.gov). If you can't find what you're looking for, click on "links" in the listing to the left of your screen. There are two links that could help you. The first is a "List of Occupations". The second link is for the "Labor and Industries Overview". At the bottom of that page is a list of Apprenticeship Coordinators who can be contacted to answer questions or contact an established program to hire a trained worker.

## Just What's Happening to Customer Service Anyway?

In this age of impersonal and ever escalating access to services via electronic means and 24-hour automated recordings, a simple "please click here for further options" can leave some businesses feeling disenfranchised.

Although automated and self-serve access may offer convenience, these methods lack the personalized attention they require.

With that in mind, the purpose of this vignette is to remind employers that person-to-person employment and training services are available by simply contacting their local WorkSource Center. Businesses have access to these valuable employer services at local Centers:

- Post a Job
- View Resumes

- Assistance with Unemployment Insurance Information
- Employer Assessment
- Obtain Wage & Business Data Information
- Labor Market Information
- Translation Services
- Access to Employee Training/Retraining Information and Programs

WorkSource has many services designed to help each state community build and improve its workforce.

For information on the location of your nearest WorkSource Center, please refer to the Government section at the beginning of your local phone directory under State, Employment Security, or go to our website at [www.go2worksource.com](http://www.go2worksource.com).

## Want to cut hiring and recruiting costs?

Looking for an employee who not only needs a job, but also wants to work? See you local WorkSource or Employment Security office to inquire about WorkFirst participants. Check the blue government listings in your phone book under "State" for Employment Security Department/Employment Services, or log onto the Internet at [www.wa.gov/WORKFIRST/](http://www.wa.gov/WORKFIRST/). The newsletter link near the top of the screen gives easy access to the program's success stories and updates for both participants and for businesses who hire them.

## The Washington

### Employer Help Line

What's in it for me?

- File 'no payroll' quarterly tax reports.
- Obtain key data about your UI tax account.
- Have selected forms and/or publications faxed to you.
- Get help with your recruiting or place orders to fill anticipated job openings.
- Access these and other services 24 hours a day, any day. Just dial:

(206) 340-1400 - Seattle

(253) 305-0038 - Tacoma

1-888-836-1900 - Toll Free

## Lower Your Taxes With Work Opportunity Tax Credit

You can claim tax credits and save money when you hire qualified workers with the Work Opportunity Tax Credit (WOTC).

For information and downloading forms, including Federal IRS and ETA forms, visit [www.wa.gov/esd/work/foremployers/wotc.htm](http://www.wa.gov/esd/work/foremployers/wotc.htm).

**For questions or more information, call 1-800-669-9271.**

## How to Obtain a Federal Identification Number

You can get a form for applying for a Federal Identification Number on the Internet.

Visit [www.irs.ustreas.gov/](http://www.irs.ustreas.gov/) and then at the bottom of the page click on "Forms & Pubs". Next click on "Forms and Instructions". In the list of forms near the bottom of the page, select "0400 Form SS-4, Application for Employer Identification Number".

**For questions or more information, call 1-800-829-3676.**

## Important Facts About New Hire

- Three state agencies have New Hire programs. They are the Department of Social and Health Services (DSHS), Employment Security Department (ESD) and Department of Labor and Industries (L&I).
- Federal and state laws require all employers to report new hires (within 20 days of hire) to the DSHS, Division of Child Support (DCS) for the purpose of improving child support collections.
- DCS shares the new hire information with the federal departments of Labor and Child Support Enforcement as well as three Washington state agencies:
  1. The DSHS Division of Assistance Programs (DAP), to reduce food stamp overissuance and fraud.
  2. ESD, to reduce Unemployment Insurance (UI) overpayments and fraud.
  3. L&I, to reduce insurance claim overissuance and fraud.
- Together, these state agencies are successfully using new hire information to save taxpayers and businesses millions of dollars each year.
- The agencies do not have the same forms, envelopes, business locations, e-mail addresses, telephone numbers, or fax numbers.
- Although we all work independently, we are also working together in an effort to get the important forms and reports you send us to the correct agency.

### Be sure to mail, fax, or e-mail the forms to the correct agency.

To report or discuss new hire reporting:  
Department of Social and Health Services  
1 (800) 562-0479  
Fax: 1-(800) 782-0624  
Web: [www.wa.gov/dshs/newhire/](http://www.wa.gov/dshs/newhire/)  
DSHS New Hire Directory  
P O Box 9023  
Olympia, WA 98507-9023

To discuss employee work, earnings, and Unemployment Insurance:  
Employment Security Department  
(360) 407-5200  
Fax: (360) 407-5246  
ESD New Hire Unit  
P O Box 9046  
Olympia, WA 98507-9046

## File Initial Claims for Unemployment on the Internet

Now individuals can file for unemployment insurance benefits using the Internet. The website, available at [www.go2ui.com](http://www.go2ui.com), will allow individuals to use personal computers with Internet access to file for benefits from their home, library, or any other available location.

Employers are encouraged to provide to employees being laid off from their jobs information about or access to this service. Using the Internet will allow these individuals to file for benefits without having to telephone the department's TeleCenter locations. This service is available 24 hours a day and 7 days a week.

Claimants have filed more than 7,000 claims for Unemployment Insurance on the Internet since the pilot phase started in early May through the week ending November 25. During the pilot phase from early May to October, an average of 115 claims were filed per week. With full program implementation the weekly average jumped to more than 400 claims per week. The claims filed on the Internet in October made up nearly 6.8 percent of the 28,400 total claims filed in the month. When the October claims are added to the claims in the pilot period, the total is 4,353. The highest number of claims in one week via the Internet was 843 the week ending November 18.

Order **UIFastTax** - free software that enables you to file both tax and wage reports electronically as a compressed, password protected file sent with email or on diskette. Data imports are supported from most accounting packages.

Order or download your copy of UIFastTax today by visiting our website at [www.wa.gov/esd/tax](http://www.wa.gov/esd/tax) or email to [uiforders@esd.wa.gov](mailto:uiforders@esd.wa.gov) or you may call (360) 902-9716.

Your Employment Security reference number, business name and address, your name, and telephone and fax numbers will be needed.

## Report a Fraud Today

Know of a dishonest contractor, employer, worker, health care provider, attorney?

**Report-a-fraud hotline:**  
**1-888-811-5974**

**Report-a-fraud-website:**  
**<http://www.lni.wa.gov/fraud/>**

The Department of Labor and Industries, in coordination with the Department of Revenue and the Employment Security Department, want to help you cut down on fraud. You don't have to give your name.

## Save Your Business Money With Shared Work!

Are you anticipating or experiencing an unexpected slowdown in your business?

**For more information, call**  
**1-800-752-2500**

*Not available during seasonal slowdowns or for part-time employees.*

## Need Quarterly Tax or Wage Reporting Forms?

- Contact your local District Tax Office;
- Call (360) 902-9360; or
- Send e-mail to [form5208@esd.wa.gov](mailto:form5208@esd.wa.gov) or [taxforms@esd.wa.gov](mailto:taxforms@esd.wa.gov).

**Are you sure you wouldn't like to try UIFastTax?**

**Call (360) 902-9716 to register.**

### *It's On The Net*

### **Employment Security: The Right Connection**

**Visit Employment Security's  
Homepage at: [www.wa.gov/esd](http://www.wa.gov/esd)**

The News You Need To Know About Employment Security.

- Take a look at our special programs for business.
- Get important tax information.
- Improve your general knowledge about ES.
- Find out what's going on -- look at our current publications.
- All that is at hand merely by visiting Employment Security's Home Page.